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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: August 5, 2003

SUBJECT: SAFETY MEETING IDEAS – AUGUST 2003

Suggested issues to discuss during your next meeting are:

1. High Blood Pressure

High blood pressure (hypertension) is known as the “silent killer” because it usually doesn't have symptoms. But because it is such a serious disease, you need to have your blood pressure measured at every doctor visit. You have high blood pressure if yours is measured at 140/90 mm Hg or higher for an extended time. High blood pressure is a major risk for heart disease and stroke. It forces your heart to work harder than normal, making it and its arteries more prone to injury. It also raises your risk for kidney failure, eye damage, congestive heart failure and atherosclerosis (fatty buildups of plaque in your arteries). To learn more about this disease, visit the American Heart Association's high blood pressure Web site at <http://www.americanheart.org/hbp>.

Some of us in Sacramento will be participating in the 1-Mile State Employee Walk on September 4th to raise funds for the American Heart Association who helps fight this disease. Please support us by financially sponsoring a walker or join in yourself. Contact Cindy Francisco.

2. Updated Emergency Plans

Have you read the emergency plan for the facility you are in? Most of the emergency plans for ARB facilities have been recently updated and are available on the web. To navigate there, from the ARB Inside Home Page, click on "Administrative Services," click on "Safety," click on "Facilities" and then choose your building. These documents can be updated at any time so you should review them periodically.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

3. Water - Drink Up!

The American Heart Association provides this healthy heart tip: When you're physically active, your body gets warm and begins to perspire. Perspiration is your body's internal air conditioning system. That's a good thing. Perspiration causes the body to lose more fluid, so you'll need to drink more than eight glasses of water to replace the lost fluid. It's important to drink water before, during and after physical activity. Before activity, drink as much water as you can, so your muscles have enough fluid to start the activity. During activity, drink 5-12 fluid ounces for every 15-20 minutes of exercise. This ensures that there's enough fluid to carry on the activity efficiently. After you exercise, drink more water than you are thirsty for.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.